

# Marks Tey Parish Council

## Social Media Terms of Use: Facebook



Marks Tey Parish Council Facebook page intends to provide information and updates regarding activities and opportunities within Marks Tey Parish and promote our community positively.

### **Communications from the Parish Council will meet the following criteria:**

- Be civil, tasteful and relevant;
- Not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive;
- Not contain content knowingly copied from elsewhere, for which we do not own the copyright;
- Not contain any personal information, other than necessary basic contact details;
- If official council business it will be moderated by either the Chair/Vice Chair of the Parish Council or the Clerk to the Parish Council;
- A dedicated Councillor to post messages and community news in the interest of Marks Tey Parish.
- Social media will not be used for the dissemination of any political advertising.

**In order to ensure that all discussions on the Marks Tey Parish Council page are productive, respectful and consistent with the Council's aims and objectives, we ask you to follow these guidelines:**

- Be considerate and respectful of others. Vulgarity, threats or abuse of language will not be tolerated.
- Differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including Marks Tey Parish Council members or staff, will not be permitted.
- Share freely and be generous, but be aware of copyright laws; be accurate and give credit where credit is due.
- Stay on topic.
- Refrain from using the Council's Facebook page for commercial purposes or to advertise market or sell products.

The site is not monitored 24/7 and we will not always be able to reply individually to all messages or comments received. However, we will endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people or authorities. Please do not include personal/private information in your social media posts to us.

Sending a message/post via Facebook will not be considered as contacting the Council for official purposes and we will not be obliged to monitor or respond to requests for information through these channels. Instead, please make direct contact with the council's Clerk and/or members of the council

Adopted at Full Parish Council meeting 9 August 2017. Minute ref 2017/198

Agreed for further 12 months full council meeting 5<sup>th</sup> nov 2018 Minute Ref 2018/257

Agreed for further 12 months full council 11 November 2019 Minute ref 2019 251

Approved Full Council 9<sup>th</sup> November 2020 Minute Ref 2020 206

by emailing [parish.clerk@marksteyparish.org.uk](mailto:parish.clerk@marksteyparish.org.uk) or phoning 01206 213250. See our full contact details on [www.essexinfo.net/marksteyparish/](http://www.essexinfo.net/marksteyparish/).

We retain the right to remove comments or content that includes:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libellous statements
- Plagiarised material; any material in violation of any laws, including copyright
- Private, personal information published without consent
- Information or links unrelated to the content of the forum
- Commercial promotions or spam
- Alleges a breach of a Council's policy or the law

The Parish Council's response to any communications received not meeting the above criteria will be to either ignore, inform the sender of our policy or send a brief response as appropriate. This will be at the Council's discretion based on the message received, given our limited resources available. Any information posted on the Facebook page not in line with the above criteria will be removed as quickly as practically possible. Repeat offenders will be blocked from the Facebook page. MTPC may post a statement that '*A post breaching the Council's Social Media Policy has been removed*'. If the post alleges a breach of a Council's policy or the law the person who posted it will be asked to submit a formal complaint to the Council or report the matter to the Police as soon as possible to allow due process.

#### **Parish Council website.**

Where necessary, we may direct those contacting us to our website to see the required information, or we may forward their question to one of our Parish Councillors or Clerk for consideration and response. We may not respond to every comment we receive particularly if we are experiencing a heavy workload.

Adopted at Full Parish Council meeting 9 August 2017. Minute ref 2017/198  
Agreed for further 12 months full council meeting 5<sup>th</sup> nov 2018 Minute Ref 2018/257  
Agreed for further 12 months full council 11 November 2019 Minute ref 2019 251  
Approved Full Council 9<sup>th</sup> November 2020 Minute Ref 2020 206